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CENTRAL INTELLIGENCE AGENCY

27 September 1961

MEMORANDUM FOR:

Mr. Allan Evans, State (INR)
Colonel B. R. Brown, USA (ACSI)
Captain G. K. Nicodemus, USN (ONI)
Colonel F. J. Cole, USAF (AFCIN 2B3)
Colonel K. T. Gould, USA (J-2, The Joint Staff)

NSA

Mr. Randolph V. Zander, Defense (OSO)

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1. The Office of National Estimates is moving into its quarters in the new C.I.A. building at Langley on Saturday, 30 September. Beginning 2 October, therefore, all meetings with your representatives on terms of reference, draft estimates, and the Weekly Review of Cold War Crisis Situations will take place at the Langley building. Until further notice, the United States Intelligence Board will continue to meet in 115 Administration Building.

2. We plan no change in the times of meetings. These will normally be held at 1000 or at 1400, as at present. Meetings will normally be held in Room 7E62, which is the O/NE Conference Room, or in Room 7E24, which in due course will become the USIB Conference Room. These rooms are in E Corridor on the seventh floor. There will be ample parking in the north parking area, most of which is not now assigned. The building entrance closest to the O/NE area is at the northeast corner of the building on the north parking area.

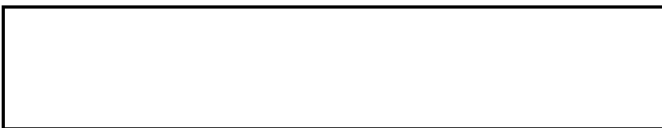
3. Those persons now holding limited passes will be admitted to the new headquarters building in the same manner as they are now admitted to the Administration Building. The guards can direct conferees holding passes to the nearest elevators; Corridor E is a short distance to the right of the elevator exits on the

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seventh floor. Persons not holding passes must be escorted.
Escorts can be obtained by having the receptionist call the
office of the Board of National Estimates (Extension number

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Acting Deputy Assistant Director
National Estimates

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